

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

AREA MANAGER I

DEFINITION:

Under direction, to supervise area-wide recreation programs and activities, facility maintenance, and grounds maintenance functions in a geographical area having (1) a large recreation center/athletic facility or a medium-sized recreation center requiring difficult and sensitive community liaison work; or (2) a combination of a medium-sized recreation center, or a small facility requiring difficult and sensitive community liaison work, and a small recreation facility having a limited range of recreation activities, programs, and maintenance functions.

*** EXAMPLES OF DUTIES:**

- Plans, coordinates, and supervises the work of subordinate recreation center, swimming pool, playground, and grounds and facility maintenance personnel;
- Directly initiates, modifies, and deletes programs;
- Determines community needs;
- Plans, organizes, conducts, and supervises all special events;
- May conduct face-to-face program leadership at the particular recreation center where assigned;
- Reviews program submittals and evaluations from subordinates and formulates programs from recommendations made;
- Meets with community organizations and recreation councils to determine area-wide needs and to provide staff support;
- Resolves difficult and sensitive public complaints;
- Administers area-wide planning, research, and training efforts;
- Consults with superiors to determine area-wide grounds maintenance needs;
- Directly supervises grounds and facility maintenance work at recreation center or facility where assigned;
- Through subordinate directors at other recreation centers, oversees general maintenance programs;
- Coordinates and develops area-wide maintenance programs for satellite activities such as neighborhood and community parks, undeveloped parks, athletic fields, and playground areas;
- Prepares annual budget estimates for the area including recommendations for staff, equipment, supplies, and capital improvements;
- Monitors work schedules and use of budgeted staff hours;
- Recruits and supervises contractual program employees and volunteers;
- Prepares reports, maintains records, and monitors the operation of special fund accounts;
- Assigns, trains, and evaluates the work performance of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree; **AND** two years of experience as a Grounds Maintenance Supervisor or Utility Supervisor supervising grounds maintenance functions with the City of San Diego, **OR** two years of experience as a Recreation Center Director I, II, or III, or Recreation Specialist with the City of San Diego. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.